

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE  
MEETING  
PARTNERSHIP OFFICE  
23 Royce Circle**

**THURSDAY, NOVEMBER 19, 2015**

**3:00 PM**

**MINUTES**

Present: Chair Tom Callahan, Fran Archambault, Harry Birkenruth, Mona Friedland, Matt Hart, and Dave Pepin

Staff: Cynthia van Zelm

**1. Call to Order**

Finance and Administration Committee Chair Tom Callahan called the meeting to order at 3:04 pm.

**2. Approval of Finance and Administration Committee and Membership Development Committee Minutes from October 22, 2015**

Harry Birkenruth made a motion to approve the minutes of October 22, 2015. Fran Archambault seconded the motion. Dave Pepin abstained. The motion was approved with one abstention.

**3. Approval of Meeting Dates for 2016**

Mona Friedland made a motion to approve the 2016 meeting dates as distributed. Mr. Pepin seconded the motion. The motion was approved.

**4. Update on Storrs Center**

Ms. van Zelm said that Bliss should open after Thanksgiving. Gansett Wraps and Dunkin Donuts are scheduled to open in early December. Katmandu Kitchen, Tea More Café, NICABM, and Blaze Pizza are scheduled to open in the winter of 2016. The UPS Store and Educational Playcare are now open.

Ms. van Zelm said the Town is discussing the concept of allowing as an acceptable use the production of beer on site in a restaurant. She said it was currently being reviewed by the Town's Regulatory Review Committee.

## **5. Review of Grant Reports**

Matt Hart passed out a memo that he has provided to the Town Council as part of its packet for its meeting on November 23.

The memo provides an update on the estimated real estate assessment of Storrs Center at full buildout.

Mr. Hart cautioned that it is preliminary and does not include any possible tax appeal settlements or change in the mill rate.

The estimate does include the tax abatements which will be completed in 2020.

The estimate for taxes is approximately \$3.6 million in 2020. With a \$48 million budget, Storrs Center real estate represents approximately 9 percent of the budget.

Mr. Hart said the Storrs Center property owners continue to be the highest tax payers in Mansfield followed by Eastbrook Mall, the Big Y complex, Eversource, and some student housing complexes.

Ms. van Zelm will put the memo in the next Board packet.

Ms. van Zelm passed out the grant reports for the Main Street Investment Fund Grant, the brownfields remediation grant, and the STEAP 2 grant. She said they are all closed out except for STEAP 2 where final retainage needs to be paid.

Mr. Callahan asked Mr. Hart about the status of closing out the Storrs Road and Dog Lane grants. Mr. Hart said the goal is to have Town staff work completed for CDOT by December 31. He said Town staff is also preparing the final claim to EdR for drawdown of the \$3 million abatement.

## **6. Update on Strategic Planning Process**

Ms. van Zelm said several consultant interviews are set up to assist the Partnership with an organizational strategic plan. She said interviews will begin after Thanksgiving.

## **7. Adjourn**

The meeting adjourned at 4:03 pm.

*Minutes taken by Cynthia van Zelm*